

SERIAL

**N-641 /**

A. APPLICANT COMPLETE ITEMS 1 THROUGH 6 (APPLICANT **MUST SIGN** PRIVACY ACT AND SECURITY NOTICE ON REVERSE)

1. NAME (Last, First, MI)

[illegible]

## 2. RANK/RATE

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### 3. SSN

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4. OP CODE/OFFICE CODE

[illegible]

5. PHONE NUMBER

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## 6. PRD/TCD

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(MO)

(YR)

**N-64 USE ONLY**

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## B.

DATE: \_\_\_\_\_

From: \_\_\_\_\_  
(Applicant's Director/Department Head)

To: NCC Security Manager (N-641)

Via: (1) N/OFFICE CODE Briefing Access Control Officer  
(2) OPNAV Security Office (N-09B21)  
(3) CNO SSO (N-009SSO), *if required*

Subj: NAVY COMMAND CENTER (NCC) ACCESS

Ref: (a) OPNAVINST 5512.7G  
(b) OPNAVINST 5050.23G

1. NCC access is required for the applicant per the provisions of reference (a), paragraphs 4a or 4b, as indicated below.

CHECK APPROPRIATE BOX(ES)

Para.	NCC IDENTIFICATION PASS		
	SI/SAO	SI	TS
4a (1)			
(2)			
(3)			
(4)			
(5)			
(6)			
(7)			
(8)			

(64 / 009Y1 pers)  
(NCC 106 / NIC 166)  
(0830 prin / alt)  
(0915 prin)  
(OCG / NCC Aug SCI)  
(009Y1 liaison)  
(64 liaison - POC: \_\_\_\_\_ )  
(094 / 941B1)

NCC ACCESS LIST	
Para.	TS
4b (1)	
(2)	
(3)	

(0915 alt)
(64 liaison)
(OCG / NCC Aug)

(DIRECTOR / DEPARTMENT HEAD SIGNATURE)

(N - OFFICE CODE)

## BRIEFING ACCESS CONTROL OFFICER ENDORSEMENT

**C. Check all that apply to applicant:**

☐ AUTHORIZED FOR CNO DAILY BRIEFING

☐ MAY ATTEND 0830 BRIEFING

☐ MAY ATTEND 0915 BRIEFING

☐ MAY ATTEND AS A PRINCIPAL☐ MAY ATTEND AS AN ALTERNATE

☐ NOT AUTHORIZED FOR CNO DAILY BRIEFING

**A revised memorandum designating authorized briefing attendees is being forwarded separately.**

(BRIEFING ACCESS CONTROL OFFICER SIGNATURE)

(PHONE NO.)

## PRIVACY ACT STATEMENT AND SECURITY NOTICE

### D. PRIVACY ACT STATEMENT

This statement is provided on compliance with the provisions of the Privacy Act of 1974 (PL 93-579) which require that Federal agencies must inform individuals who are requested to furnish information about themselves as to the following facts concerning the information requested.

1. Authority: Title 10 USC 5031
2. Principal purpose(s): To authorize entry into restricted spaces of the NCC upon issuance of an NCC identification pass or inclusion on the NCC access list.
3. Routine use(s): Issuance of an NCC identification pass or issuance of an NCC temporary (access list) pass in exchange for Military ID or Pentagon pass.
4. Mandatory or voluntary disclosure: If the member does not furnish the information requested, an NCC identification pass is not granted nor will the member be listed on the NCC Access List.

### SECURITY NOTICE

Security of NCC passes is the responsibility of the holder. NCC passes found on or in unlocked desks or adrift elsewhere in working spaces will be confiscated by OPNAV Security watch teams during inspections. Your signature on this application acknowledges your understanding of this regulation. Outdated or no-longer-required passes must be returned to N-64, Room 4D600, or OPNAV Security, Room 4A662.

\_\_\_\_\_  
(APPLICANT SIGNATURE)

OPNAV SECURITY ENDORSEMENT (N-09B21, ROOM 4A662)

DATE:

E.

1. Records indicate that the applicant **does** hold a **TOP SECRET** clearance.
2. If request is for SI or SI/SAO clearances, forward via CNO SSO. **If not**, forward to N-641.

\_\_\_\_\_  
(OPNAV SECURITY REVIEWER SIGNATURE)

CNO SSO ENDORSEMENT (N-009SSO, ROOM 5B663)

DATE:

F. Records indicate that the applicant holds the following clearances: *(check appropriate clearance)*

☐ SI

☐ SI/SAO (TK)

\_\_\_\_\_  
(CNO SSO REVIEWER SIGNATURE)

NCC SECURITY MANAGER ENDORSEMENT (N-641, ROOM 4D600)

DATE:

G.

☐ APPROVED

☐ DISAPPROVED

TS: \_\_\_\_\_ (T)

☐ NCC IDENTIFICATION PASS

☐ ESCORT ID

SI: \_\_\_\_\_ (I)

SI/SAO (TK): \_\_\_\_\_ (O)

☐ NCC ACCESS LIST ONLY

\_\_\_\_\_  
(NCC SECURITY MANAGER SIGNATURE)